

**MINUTES OF HEALTHY LIVING GROUP
HELD WEDNESDAY 15 MAY 2013**

Present:

UG, SB, DC, JS, BH, TE, JF, GE, WD, AH and Mandy Neville.

Apologies from JA.

Mandy thanked everyone for attending and apologised for the date mix up.

Patient Survey Action Plan feedback

Mandy fed back to the meeting on actions undertaken from the Patient Survey Action Plan. There are still some items outstanding and Mandy explained the reasons behind this and that she would work on the plan throughout the year.

Building:

Discussed cleaning standards; We are recruiting a new additional Cleaning Operative to assist Jayne.

Notice Boards - HLG were asked to look at Notice Boards and check information on display is appropriate.

Ian Davidson Retirement:

Ian Davidson is retiring at the end of June 2013. His leaving party is on Thursday 27th June between 4-6pm. HLG have been asked for any ideas to celebrate this, JS suggested a message book for everyone to sign. All agreed background music needs playing. Agreed a 'This is Your Life Book' would also be good.

New Partner:

Chris Lilly has been appointed, he is currently our Registrar.

Rota Virus:

New Immunisations from July 2013 for babies, given orally.

Shingles Vaccine:

This will be available from September 2013 for patients over 70. More information will follow.

Death Awareness Week:

This is Death Awareness Week; we are all being advised to discuss death with our relatives to ensure we know what they want to happen after they die. Mandy explained that the doctors have to discuss with terminally ill patients what their wishes are whether they would want to be resuscitated at that point. If the patient does not wish to be resuscitated then a "Do Not Attempt Resuscitation" form would be completed and left at the patients home so that all services are aware. (A copy is also kept in Medical Records). HLG discussed having more information available, so Mandy will look into getting some leaflets sorted.

Opening Doors in the Morning:

JS was asked to bring to the group the problems of having 2 entrances, when people present first thing for Rapid Access. Mandy explained that we cannot just open 1 door as this would be unfair. We would hope that there is enough Rapid Access appointments to accommodate who ever present at the front desk.

GE asked what time we open the doors, advised it should be 8.15am but GE said its often 8.20 - 8.25am. Will discuss at Admin Worker Group and verify at next meeting. Post Meeting note; we open should open doors at 8.25am.

NEXT MEETING WEDNESDAY 3rd JULY 5.30PM ALL WELCOME